

## Federally Qualified Health Center Training Checklist

This is a training checklist designed to provide an outline for Federally Qualified Health Centers to understand the tools available as an Alabama Medicaid provider. This is not an all-inclusive document; rather a guide to assist you with obtaining information for following policy, procedures, rules and regulations for Alabama Medicaid.

### Top Five denials for Federally Qualified Health Centers (FQHC)

Code	Explanation	Resolution
1825	COBA Claim Do Not Crossover	FQHC claims never process automatically when they are crossed over from Medicare, they must be filed manually by the provider
5000	Medical Duplicate Exact	Claim is an exact duplicate of another claim in the HP system. Please work RA's timely and correct denied claims before resubmission
1032	Invalid Claim Type for Billing Provider	When filing crossover claims, providers must submit the information as a crossover claim
1010	Performing Provider Not in Billing Group	Contact Provider Enrollment. Providers must be enrolled with Medicaid prior to rendering services
1820	Patient First Claim Requires a Referral	Verify eligibility prior to rendering services and obtain referrals, use proper referrals on initial claims submission

As an enrolled Alabama Medicaid provider, you are responsible for ensuring that you and your employees or agents acting on your behalf comply with all of the requirements in the applicable provisions of State and Federal laws governing the Medicaid Program, the Alabama Medicaid Administrative Code and the Alabama Medicaid Provider Manual as amended.

### Alabama Administrative Code

Administrative Code outlines the rules and regulations for all Providers. It is updated as changes are identified. Currently the Alabama Administrative Code contains 63 chapters. The table below includes but is not limited to important chapters for Federally Qualified Health Centers and staff.

Chapter	Overview
1 General	High level information for all providers-includes Administrative Code
2 Assuring High Quality Care	Discusses Medicaid's procedure for ensuring quality care for all recipients
3 Fair Hearings	Outlines Medicaid's procedures for fair hearing process
4 Program Integrity Division	Overview of Medicaid's Program Integrity Division
20 Third Party	Outlines policies related to recipient's with other insurance coverage
25 Medicaid Eligibility	General information related to recipient eligibility

<b>Chapter</b>	<b>Overview</b>
26 Rules of Practice Before Agency	Outlines general rules for Medicaid
27 Confidential Materials	Information on how recipient information should be protected
28 Forms Used by Agency	Outlines forms used by the Medicaid Agency
29 Definitions	Outlines common definitions used in Administrative Code
30 Emergency Rule Procedures	Outlines emergency rules for the Medicaid Agency
31 Declaratory Rulings	Outlines Declaratory Rulings for the Medicaid Agency
33 Recoupments and Liens	Information on how recoupments and liens are handled
48 Federally Qualified Health Centers	Outlines policies for FQHC providers
56 Federally Qualified Health Center Reimbursement	Outlines reimbursement for FQHC providers

### **Alabama Medicaid Provider Billing Manual**

Provider manuals are updated quarterly (January, April, July and October). The updates are indicated in the margins of the revised chapter and on the “Quarterly Revisions” page. Updates are posted to the Alabama Medicaid website at the following link:

[http://www.medicaid.alabama.gov/CONTENT/6.0\\_Providers/6.7\\_Manuals.aspx](http://www.medicaid.alabama.gov/CONTENT/6.0_Providers/6.7_Manuals.aspx). The table includes but is not limited to important chapters for Federally Qualified Health Centers and staff.

<b>Chapter/Appendix</b>	<b>Overview</b>
1 Introduction	How to use provider manual
2 Becoming a Medicaid Provider	How to enroll as a Medicaid Provider
3 Verifying Recipient Eligibility	How to verify recipient eligibility and how to decipher eligibility information
4 Obtaining Prior Authorization	How to obtain authorization on services which require approval prior to being furnished
5 Filing Claims	How to properly complete claim forms for submission to Alabama Medicaid
6 Receiving Reimbursement	Information on understanding your Remittance Advice
7 Understanding Your Rights and Responsibilities as a Medicaid Provider	Explains important rules and regulations providers must follow with Alabama Medicaid
16 Federally Qualified Health Centers (FQHC)	This is one of your essential tools for information related to the FQHC Program. This chapter contains important billing information
39 Patient 1 <sup>st</sup> Billing Manual	Important information related to Patient 1 <sup>st</sup> program
Appendix A- Well Check Check-up (EPSDT)	Important information related to well child check-up program
Appendix B- Electronic Media	Important information related to filing claims electronically

<b>Chapter/Appendix</b>	<b>Overview</b>
Claims (EMC) Guidelines	
Appendix E- Medicaid Forms	Contains copies of forms required for filing requests to Medicaid and instructions for completion of the forms
Appendix F- Medicaid Internal Control Numbers (ICN)	How to read Internal Control Numbers assigned in claims processing
Appendix G- Non-Emergency Transportation (NET) Program	Explains how recipients can receive assistance getting to Medicaid covered appointments
Appendix J- Explanation of Benefit Codes	Table of claims processing codes
Appendix K- Top 200 Third Party (TPL) Carrier Codes	Contains a list of other insurance carrier codes needed for claims processing when other insurance is involved
Appendix L- Automated Voice Response System (AVRS) Quick Reference Guide	How to use Medicaid's Automated Voice Response System, a tool to check eligibility, claims status and other functions
Appendix N- Alabama Medicaid Contact Information	Provides important contact information

### **Tools Available for Providers at no Charge**

<b>Tool</b>	<b>Function</b>
Medicaid Interactive Web Portal	Allows providers to submit a multitude of transactions and receive immediate response. Transactions include, but are not limited to: eligibility verification, claims submission, claim status, Prior Authorization submission and status, Remittance Advice download
Provider Electronic Solutions Software	Provider Electronic Solutions Software (PES) allows providers to submit a multitude of transactions in batch mode and receive responses within 15 minutes-2 hours, transactions include: eligibility verification, claims submission, claim status, prior authorization submission and status
Automated Voice Response System (AVRS)	Allows providers to submit a multitude of transactions telephonically and receive fax back information, if requested, some transactions include: Eligibility verification, claims submission, procedure code pricing information

### **Personal Contact Information for Billing Assistance**

HP is the fiscal agent for Alabama Medicaid. The following services are available through HP at no charge to Providers.

<b>Department</b>	<b>Function</b>	<b>Contact Number</b>
Provider Assistance Center	Assist with basic billing questions, procedure code reimbursement information and general questions	1-800-688-7989
Electronic Media Claims	Assist providers with Provider Electronic Solutions, vendor related issues, electronic transmission and pharmacy-related billing issues.	1-800-456-1242

Department	Function	Contact Number
	This unit also issues user ID's and passwords for the Agency's secure website portal	
Provider Enrollment	Assists with new provider enrollment and basic provider enrollment functions	1-888-223-3630 Option 1
Provider Re-enrollment	Assists with ongoing re-enrollment of providers	1-888-223-3630 Option 2
Provider Relations Representatives	Assists providers with in-depth billing issues and training on Provider Electronic Solutions and Medicaid's Interactive Web Portal. Available for telephonic consultation, e-mail assistance or on-site training and workshops.	1-855-523-9170 Refer to Medicaid website for 7 digit extensions. Go to <a href="http://www.medicaid.alabama.gov/CONTENT/8.0_Contact/8.2.6_Provider_Representatives.aspx">http://www.medicaid.alabama.gov/CONTENT/8.0_Contact/8.2.6_Provider_Representatives.aspx</a>